

Unsolicited Proposals: (revised_10/26/17)

PURPOSE:

To clarify how the ADDPC responds to unsolicited proposals from individuals, agencies and organizations that desire ADDPC funding.

POLICY:

Rule R2-7-G303 (per State Procurement Code) defines an Unsolicited Proposal as a proposal that is submitted at the initiative of the offeror, and not in response to a solicitation. Per A.R.S. §41-2557 in the State Procurement Code, the DES State Procurement Officer has the authority to approve in writing the award of a contract based on the unsolicited proposal under certain circumstances that are met.

Unsolicited proposals, submitted to the ADDPC, is a project or activity that may or may not support the Council's Five Year State Plan, and subsequently distributed to the ADDPC staff for consideration of funding. Unsolicited proposals are not part of the normal competitive cycle of when formal grant applications are issued by the ADDPC, or when a Request for Information is released.

ADDPC staff and Council members should use caution in determining how and when an unsolicited proposal may be considered for funding. If the Council approves such a request, the Procedure shall be strictly followed.

PROCEDURE:

A. Process for ADDPC to follow:

1. The preference by the Council is for organizations that are interested in partnering with and request funding from the ADDPC shall apply for competitive funding through an available Request for Grant Application (RFGA), and / or submit a Request for Information (RFI).
2. The ADDPC staff and Council shall use caution when considering an Unsolicited Proposal. Each step in #3 shall be followed and documented by ADDPC staff.

3. The Council may only approve an unsolicited proposal when each of these circumstances can be met and documented:

- * To avoid federal dollars reverted back to AIDD.
- * The project idea will currently meet a Goal and Objective under the Council's Five Year State Plan.
- * Council staff shall first review existing contracts to determine if the project should obtain additional dollars and contract extension can be granted.
- * Council staff shall also review all submissions under a Request for Information to determine if any of the submissions can reasonably meet funding and programmatic requirements.
- * To approve a contractor under this process shall include discussion by the Grants and Executive Committees, as well as the Full Council.
- * The project idea is funded for a period of up to one year and no renewal funding or no-cost extension will be granted.
- * The Contractor will abide by standard terms and conditions under a contract, including timely submission of periodic narrative and fiscal reports.